

CITY OF GLENDALE

TITLE:	Deputy Utilities Director	CLASS CODE:	930
REPORTS TO:	Utilities Director	GRADE:	35
DEPARTMENT:	Utilities	FLSA:	E

JOB SPECIFICATION DATE: February 3, 2006 mrb

JOB SUMMARY:

Assists the Utilities Director in planning, organizing, coordinating and managing the Utilities Department including water distribution, wastewater collections, meter maintenance, meter reading, customer service, administration and safety. Manages activities related to Capital Improvement Projects.

ESSENTIAL FUNCTIONS:

1. Assists the Director of Utilities in directing the activities and staff of the Utilities Department; may act as director in his/her absence.
2. Provides administrative and policy direction to superintendents and supervisors in areas that may include water distribution, wastewater collection, customer service functions, and water and wastewater plant operations.
3. Initiates, plans, organizes, prioritizes and coordinates projects related to the activities of the department including Capital Improvement Projects.
4. Assists the Director of Utilities in establishing long and short-term goals and sets priorities for the division.
5. Provides direction to staff and resolves complex operational problems.
6. Studies technical materials and assists in the preparation and presentation of oral and written reports for management review.
7. Serves as the City of Glendale's representative on various committees and regulatory matters in the absence of the Utilities Director.
8. Assists the Director of Utilities in overseeing budget preparation, presents justification for budget requests, and monitors budget expenditures for operational efficiency.
9. Monitors legislation to ensure compliance with federal, county, and local laws and regulations. Researches, and assists in the development and implementation of policies and procedures to facilitate utility operations and programs.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
11. Monitors and manages Capital Improvement Projects of the utility with other departments and/or consultants and contractors.
12. Monitors financial rate analyses and makes recommendation to establish public rates and Developmental Impact Fees (DIF) for water and sewer.
13. Develops and manages consulting contracts for the assigned divisions.
14. Communicates with city departments to determine changing needs and problems; coordinates departmental activities and explains departmental policies and procedures.

SECONDARY FUNCTIONS:

15. Performs other related duties as assigned

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Principles and practices of municipal administration with particular knowledge of public utilities administration.

Principles and methods of water and wastewater treatment.

Engineering methods in design of water and wastewater facilities.

Regulatory environment and its effect on the operation of water and wastewater facilities.

Management practices and procedures.

Ability to:

Effectively plan, organize and direct the activities of the Utilities Department.

Communicate effectively, verbally and in writing.

Establish and maintain effective working relationships with subordinates, superiors and others.

Effectively manage, train, develop and evaluate staff.

Develop and administer a department budget.

Effectively monitor and manage Capital Improvement Projects of the utility with other departments and/or consultants and contractors.

WORKING CONDITIONS:

Office Setting

MINIMUM QUALIFICATIONS:

Bachelor's degree in Engineering, Public or Business Administration, Business Management or related field, and five years of progressively responsible experience including three years of supervisory experience. Masters Degree preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS:

Requires a valid Arizona driver's license.